

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *M-68*

Page 1 of 5

Agency
Hagerstown

Division/Unit
Community Service/Planning

Item No	Description	Retention
1	Economic Development files -contains but not limited to: contracts, correspondence, agreements of purchase and sale, drawings	Destroy material having no further legal, Administrative or Operational value.
2	Planning commission annual reports and bylaws	Permanent. Transfer periodically to the MD State Archives
3	General files -contains but not limited to: preservation week, awards, ADA, building and street photos, correspondence, historical site inventory forms, nomination forms, surveys, drawings, Hagerstown landmarks	Destroy material having no further legal, Administrative, Fiscal or Operational value.
4	Planning commission meeting minutes	Permanent. Transfer periodically to the MD State Archives

Approved by Department, Agency or Division Representative

Date 11-12-99

Signature *GeorgiAnn N. Breichner*

Type Name GeorgiAnn N. Breichner

Title City Clerk

Schedule Authorized by State Archivist

Date DEC 3 1999

Signature *Edward C. Saperstein*

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. *M-68*

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Item No	Description	Retention
5	Subdivisions: correspondence, plats, site drawings, copies of deeds, perpetual easements Note: Record copies of subdivision plats and deeds are located with the Washington County Circuit Court.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
6	Enterprise zone maps/highway maps/road maps: shows central business district, outer enterprise zone, planned business parks, census local review maps	Retain until updated or superseded, then destroy
7	Rezoning hearings: rezoning time tables, plats, USPS domestic return receipts, applications, minutes of hearing before the mayor and city council, staff analysis, correspondence	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
8	Parking: reports from the downtown parking strategy committee, parking study recommendations, parking fees/fines, parking garage financing	Retain for three (3) years and until all audit requirements have been met, then destroy.
9	Fiscal indicators: various fiscal reports that indicate financial trends, revenues per capita	Retain until updated or superseded, then destroy
10	Correspondence sent to various property owners, law firms, etc.	Retain for three (3) years, then destroy.

DEPARTMENT OF GENERAL SERVICES
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Item No	Description	Retention
11	City departments: general file with data concerning various city departments, correspondence, newspaper articles, memorandum of understanding between city and Washington County commissioners, various fiscal schedules, mayor and city council work sessions	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
12	Programs in conjunction with state of MD -contains but not limited to: program open space, Dept. of Natural Resources, unified planning work program, traffic studies, ARC planning grants, MD Dept of the Environment, General Assembly, correspondence, program reviews, brochures, court decisions	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
13	City projects: correspondence, proposals for acquisition and redevelopment of various properties, case studies, appraisal reports, site plans, newspaper ads, engineering drawings, request for proposals	Retain until updated or superseded, then destroy
14	Fiscal files -contains but not limited to: budget, paid bills, purchase orders, budget variance reports, payroll hours analysis, vehicle accident reports, maps, brochures	Retain for three (3) years and until all audit requirements have been met, then destroy.
15	Board of zoning appeals -contains but not limited to: drawings, correspondence, memorandum opinion and order, answer, order for appeal, petition, public hearing announcement, newspaper ad, minutes, facts, permit fee receipt	Permanent. Transfer periodically to the Maryland State Archives
16	Street files: handwritten notes, correspondence, street maps, photos, property violations, site drawings, application for sign tag permit	Destroy material having no further legal, Fiscal, Administrative or Operational value.

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17	<p>Preservation Design District Committee (PDDC) -contains but not limited to: correspondence, C3 sign/façade grant application, proposal, photos, agenda and minutes</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.</p>
18	<p>Site plans from various vendors to the city planning department, correspondence, zoning site review checklist, development review checklist</p>	<p>Destroy material having no further Legal, Administrative, Fiscal or Operational value</p>
19	<p>Misc federal government agency files -contains but not limited to: forms, reports, correspondence, questionnaires, HUD procedures and checklists</p>	<p>Retain until updated or superseded, then destroy</p>
20	<p>Planning dept ordinances: public hearings, minutes, ordinances, amendments, adoption, board of zoning appeals</p>	<p>Retain for fifty (50) years, then destroy.</p>
21	<p>Misc forms/specifications relating to subdivision checklists, construction drawing checklist, bound books, highway and street standard specifications, letterhead</p>	<p>Permanent. Transfer periodically to the MD State Archives</p>
22	<p>Capital improvement projects -contains but not limited to: project description forms, revenue/expenditure projects, correspondence</p>	<p>Retain until updated or superseded, then destroy</p>
23	<p>Easement agreements -contains but not limited to: photos, resolutions, correspondence, release of deed and agreement, identity signage, site drawings, annexation agreements, plats, brochures</p>	<p>Retain until project is complete plus ten (10) years and until all audit requirements have been fulfilled, then destroy.</p>
24	<p>Annexation/flood plan management: annexation agreements for sewer hookups, flood insurance study, floodplan regulations, storm water management</p>	<p>Destroy material having no further Legal, Administrative, Fiscal or Operational value</p>

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(CONTINUATION SHEET)

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Item No.	Description	Retention
25	Building permit fee receipt books – receipts for building permits.	Retain for three (3) years and until all audit requirements have been met, then destroy.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
SERVICE*

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ECONOMIC Development Files

5. EARLIEST YEAR / LATEST YEAR

1994 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONSISTS OF, BUT NOT LIMITED TO: CONTRACTS;
CORRESPONDENCE - AGREEMENTS OF PURCHASE
AND SALE; DRAWINGS; ETC.

Development of BUSINESS PARKS

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *DRAWINGS*

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

3
Number

CLP-FT

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and include any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

~~USE FEDERAL FILE RETENTION~~
OVER

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Retain For Life of contract/Agreement
Plus 3 years, then destroy.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

*Community
Service*

3. UNIT

Planning

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*PLANNING COMMISSION
ANNUAL REPORTS*

5. EARLIEST YEAR / LATEST YEAR

1985 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

ANNUAL REPORT / BY-LAWS

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Date

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

1/2
Number

CH. F.T.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*PERMANENT. Transfer
Periodically to the Md. State
Archives.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

General Files

5. EARLIEST YEAR / LATEST YEAR

_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CONTAINS, BUT NOT LIMITED TO: PRESERVATION
WEEK; AWARDS; ADA; BUILDING & STREET
PHOTO'S; CORRESPONDENCE; HISTORICAL
SITE INVENTORY FORMS; NOMINATION FORMS;
SURVEYS; ETC. DRAWINGS; HAGERSTOWN
LANDMARKS; ETC.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *DRAWINGS*

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

12
Number *CU-FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4th floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

use General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION *COMMUNITY
SERVICE*

3. UNIT *PLANNING*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PLANNING COMMISSION MEETINGS

5. EARLIEST YEAR / LATEST YEAR

1962 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

*Minutes of the meetings of the
PLANNING COMMISSION.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

DATE

9. VOLUME

- 12*
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

CU-FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
include any hardware/software)

- ☐ Yes ☐ No

*PERMANENT TRANSFER
Periodically to the Md.
STATE ARCHIVES.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

SUBDIVISIONS

5. EARLIEST YEAR / LATEST YEAR

1974^{to} CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CORRESPONDENCE; PLATS - SITE DRAWINGS; COPIES
OF DEEDS; PERPETUAL EASEMENTS; ETC.*

*PERTAINS TO VARIOUS SUBDIVISIONS LOCATED IN
HAGERSTOWN*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *DRAWINGS*

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

PROJECT NO.

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

17
Number

CH. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

USE GENERAL FILE RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION *COMMUNITY
SERVICE*

3. UNIT *PLANNING*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE *ENTERPRISE ZONE MAPS*

Highway MAPS / ROAD MAPS / (over)

5. EARLIEST YEAR / LATEST YEAR

1975 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*SHOWS - CENTRAL BUSINESS DISTRICT /
Outer Enterprise Zone; Planned Business
PARKS; CENSUS LOCAL REVIEW MAPS;
ETC.*

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *DRAWINGS*

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☒ Other (Specify) *NONE*

9. VOLUME

Flat Files
☐ File Drawer(s) *HANDLING*
☐ Microfilm Reel(s) *FILES*
☐ Computer Tape(s)
☒ Other (Specify) *STACKS*

20
Number *CU. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain until updated
or superseded, then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

FINAL PLATS; DESIGNS OF PUBLIC
IMPROVEMENTS;

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
service*

3. UNIT

Planning

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

REZONINGS HEARINGS

5. EARLIEST YEAR / LATEST YEAR

1974 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

REZONING TIME TABLE; PLATS; USPS DOMESTIC
RETURN RECEIPTS; APPLICATIONS; MINUTES
OF HEARING BEFORE THE MAYOR + CITY
COUNCIL; STAFF ANALYSIS; - CORRESPONDENCE;
ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *DRAWINGS*

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

CASE NO.

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

5 *CU. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
include any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

USE GENERAL FILE RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

COMMUNITY
SERVICE

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PARKING

5. EARLIEST YEAR / LATEST YEAR

~~1970~~ CURRENT
1955

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

Reports From the DOWNTOWN PARKING
STRATEGY COMMITTEE; PARKING STUDY
RECOMMENDATIONS; PARKING FEES/FINES;
PARKING GARAGE FINANCING; ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

2
Number CH-FT

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements
have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *Community
Service*

3. UNIT

Planning

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Fiscal Indicators

5. EARLIEST YEAR / LATEST YEAR

1984 TO Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

VARIOUS FISCAL Reports THAT INDICATE
FINANCIAL Trends; Revenues Per Capita;
Prepared by THE Dept. of Planning.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

DATE

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

GM.FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
specify any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain until updated
or superseded, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY SERVICES*

3. UNIT *Planning*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Correspondence
(Reading File)*

5. EARLIEST YEAR / LATEST YEAR

1994 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

*CORRESPONDENCE SENT TO VARIOUS
PROPERTY OWNERS; LAW FIRMS; ETC*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

DATE

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

2
Number *CU-FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*RETAIN FOR 3 YEARS,
THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

CITY DEPARTMENTS

5. EARLIEST YEAR / LATEST YEAR

1988 TO CURRENT

General File with data pertaining to various city depts.

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Correspondence; Newspaper Articles;
Memorandum of Understanding between the
City & Washington Co. Commissioners; Various
Fiscal schedules; Mayor & City Council
Work sessions;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Dept.

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

2
Number *OK FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

use General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*PROGRAMS IN CONJUNCTION
WITH THE STATE OF MD.*

5. EARLIEST YEAR / LATEST YEAR

1977 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CONTAINS, BUT NOT LIMITED TO: Program open
space; Dept. NATURAL RESOURCES - UNIFIED
PLANNING WORK PROGRAM - TRAFFIC STUDIES -
~~ETC~~ ARC PLANNING GRANTS - MD DEPT. OF
THE ENVIRONMENT - General Assembly,
CORRESPONDENCE - Program Reviews - Brochures,
COURT DECISIONS; etc.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *DRAWINGS*

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Project

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

3
Number *CW-FT*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

USE GENERAL FILE RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HYGERS TOWN

2. DIVISION *COMMUNITY
SERVICES*

3. UNIT *PLANNING*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

CITY PROJECTS

5. EARLIEST YEAR / LATEST YEAR

1987 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CORRESPONDENCE - PROPOSALS FOR ACQUISITION
AND REDEVELOPMENT OF VARIOUS PROPERTIES;
CASE STUDIES - APPRAISAL REPORTS; SITE
PLANS; NEWSPAPER ADS; ENGINEERING
DRAWINGS; REQUEST FOR PROPOSALS; etc.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *DRAWINGS*

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Project

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

8
CH-FT

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL 4th floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain until updated
or superseded, then destroy*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
service*

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

FISCAL Files

5. EARLIEST YEAR / LATEST YEAR

1994 TO *CURRENT*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

CONTAINS, BUT NOT LIMITED TO: Budget; Paid Bills; Purchase Orders; Budget VARIANCE Reports; PAYROLL Hours Analysis, ETC; Vehicle Accident Reports; MAPS; Brochures; ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *11x14*

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographic
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

2 *CK. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL 4TH Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

RETAIN FOR 3 YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

COMMUNITY
SERVICE

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Board of Zoning Appeals

5. EARLIEST YEAR / LATEST YEAR

1962 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

CONTAINS, BUT NOT LIMITED TO: DRAWINGS;
CORRESPONDENCE - MEMORANDUM OPINION
ORDER; ANSWER; ORDER FOR APPEAL; PETITION
PUBLIC HEARING ANNOUNCEMENT; NEWSPAPER
AD; MINUTES; FACTS; PERMIT FEE RECEIPT;
ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

CASE NO.

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

PERMANENT. TRANSFER
PERIODICALLY TO THE MD.
STATE ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

COMMUNITY
Service

3. UNIT

Planning

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Street Files

5. EARLIEST YEAR / LATEST YEAR

_____ TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

HANDWRITTEN NOTES; CORRESPONDENCE; STREET
MAPS; PHOTOS; PROPERTY VIOLATIONS;
SITE DRAWINGS; APPLICATION FOR SIGN
TAG PERMIT; ETC

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

6
Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ ☐ Month(s) ☐ Year(s)
Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements
have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Hagerstown

*COMMUNITY
service*

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PDDC

5. EARLIEST YEAR / LATEST YEAR

Preservation Design DISTRICT COMM.

1988 C. C. 1007

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CONTAINS, BUT NOT LIMITED TO: CORRESPONDENCE;
C3 SIGN/FACADE GRANT Application; PROPOSAL;
PHOTOS; ETC. Agenda & MINUTES; ETC.
Relates to Business signs - Fences - Awnings -
Building Alterations; HISTORICAL DISTRICT Survey*

7. RECORD SERIES FORMAT(S)

8. RECORD SERIES SEQUENCE

9. VOLUME

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *DRAWINGS*

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number *8 C. C. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

12. FILE BECOMES INACTIVE AFTER

- ☐ Daily ☐ Weekly ☐ Monthly

- ☐ Month(s) ☐ Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

CITY HALL 4TH FLOOR

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- ☐ Yes ☐ No

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

18. RECOMMENDED RETENTION

- ☐ Yes ☐ No

USE GENERAL File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

COMMUNITY
SERVICE

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

site plans

5. EARLIEST YEAR / LATEST YEAR

1974 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

site plans FROM VARIOUS Vendors TO
The City Planning Dept.

Correspondence; zoning site Review
checklist; Development Review Checklist;
ETC.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

CASE NO.

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____
33
25
Number CH. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain until updated
or superseded, then
destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*MISC FEDERAL GOVERNMENT
Agency Files*

5. EARLIEST YEAR / LATEST YEAR

1976 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CONTAINS, BUT NOT LIMITED TO: FORMS; REPORTS;
CORRESPONDENCE; QUESTIONNAIRES; HAND
PROCEDURES & CHECKLISTS; ETC*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number *2*

C.B.F.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tapes(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain until updated
or superseded, then
destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

PLANNING DEPT ORDINANCES

5. EARLIEST YEAR / LATEST YEAR

1976 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*PUBLIC HEARINGS; MINUTES; ORDINANCES;
AMENDMENTS; ADOPTION; BOARD OF
ZONING APPEALS*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

3
X

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

CH. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

CITY HALL 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*PERMANENT.
TRANSFER PERIODICALLY TO THE
MD. STATE ARCHIVES*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MISC FORMS/SPECIFICATIONS

5. EARLIEST YEAR / LATEST YEAR

____ TO *CURRENT*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

*Relating To: SUBDIVISION CHECKLISTS;
CONSTRUCTION DRAWING CHECKLIST;
BOUND BOOKS; HIGHWAY & STREET
STANDARD SPECIFICATIONS; LETTERHEAD.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☒ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

3
Number *CU. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain UNTIL
SUPERSEDED OR UPDATED,
THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY Hagerstown	2. DIVISION COMMUNITY SERVICE	3. UNIT PLANNING
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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE CAPITAL IMPROVEMENT PROJECTS	5. EARLIEST YEAR / LATEST YEAR 1974 TO CURRENT
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: Project Description Forms; Revenue/EXPENDITURE PROJECTS; Correspondence; ETC.

DEALS WITH - ROAD RESURFACING; INTERSECTION IMPROVEMENTS; PORTABLE RADIOS; ETC.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (Specify) DRAWINGS</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p>6 Number CU.FT.</p> <p>10. ANNUAL ACCUMULATION</p> <p><input type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p>Number _____</p>
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<p>11. FILE IS USED</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. FILE BECOMES INACTIVE AFTER</p> <p>_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number _____</p>
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<p>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</p> <p>CITY HALL - 4TH FLOOR</p>	<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes _____ <input type="checkbox"/> No</p>
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<p>15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))</p> <p><input type="checkbox"/> Yes _____ <input type="checkbox"/> No</p>	<p>16. AUDIT REQUIREMENTS</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
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<p>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes _____ <input type="checkbox"/> No</p>	<p>18. RECOMMENDED RETENTION Retain UNTIL Project is complete plus 10 years and UNTIL All Audit Requirements</p>
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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HAVE BEEN FULFILLED, THEN DESTROY

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Hagerstown

*COMMUNITY
SERVICE*

PLANNING

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

5. EARLIEST YEAR / LATEST YEAR

EASEMENT AGREEMENTS

1970 PRESENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

*CONTAINS, BUT NOT LIMITED TO: PHOTOS; RESOLUTIONS;
CORRESPONDENCE; Release of Deed & Agreement;
Identity signage; site drawings;
ANNEXATION AGREEMENT; PLATS; Brochures;
ETC.*

7. RECORD SERIES FORMAT(S)

8. RECORD SERIES SEQUENCE

9. VOLUME

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) *DRAWINGS*

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

12. FILE BECOMES INACTIVE AFTER

- ☐ Daily ☐ Weekly ☐ Monthly

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

CITY HALL - 4TH FLOOR

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- ☐ Yes ☐ No

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and include any hardware/software)

18. RECOMMENDED RETENTION

- ☐ Yes ☐ No

*PERMANENT. Transfer
Periodically to the Md. STATE
ARCHIVES.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
services*

3. UNIT

Planning

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*ANNEXATION/Flood Plan
MANAGEMENT.*

5. EARLIEST YEAR / LATEST YEAR

1977 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Annexation Agreements For Sewer Hookups;
Flood INSURANCE study. Floodplan
Regulations; Storm Water MANAGEMENT;
ETC.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

6 ~~11~~ *CH. FT.*
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*Retain for Life of
Agreement plus 5 years,
then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

3. UNIT

Engineering

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Building Permits

5. EARLIEST YEAR / LATEST YEAR

1984 to _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Building Permit Fee Receipt Books

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Permit #
DATE

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

1/2
Number

CK-PT

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - Fifth Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
specify any hardware/software)

- ☐ Yes ☒ No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements
have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. TITLE